

M e m o r a n d u m

Date: January 21, 2010

To: Hollister - Gilroy Area
Attention: Captain T. D. Saxon

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Hollister - Gilroy Area was conducted on May 28, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 8, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 498 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	195	39.16%	21.54	22
Telecommunications	181	36.35%	19.99	20
Fleet	28	5.62%	3.09	4
Weapons	94	18.88%	10.38	11
Total	498			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 56 of the 57 items were located. One item (Control Head-Mobile, #R95360) was transferred to Coastal Division and the CHP 57, Motor Vehicle Assignment and Transfer form, is attached. Furthermore, two of the 56 located items require a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 10 of the 10 items reconciled.

I request your command research and investigate the three minor discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 21, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Hollister – Gilroy Area

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January 21, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT

A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
HOLLISTER - GILROY - 725
DECEMBER 8, 2009**

ATTACHMENT A

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
1	CANOPY	125847			X			NEEDS REPLACEMENT TAG
2	CANOPY	137985			X			NEEDS REPLACEMENT TAG
3	CONTROL HEAD - MOBILE	R95360				X		CHP 57 ATTACHED

ATTACHMENT

B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
HOLLISTER-GILROY-725**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	106851	POSTAL SCALE	59214	X				
2	108231	TELEVISION VCR COMBO 13"	817315894	X				
3	110022	CAMERA KIT	B86J9GNBVHBE	X				
4	112461	RADAR	041744	X				
5	125847	CANOPY		X				NEEDS REPLACEMENT TAG.
6	132683	SCANNER	M1H83G84T	X				
7	137985	CANOPY		X				NEEDS REPLACEMENT TAG.
8	141003	PAS DEVICES INTOX ALCO SENSOR IV	077598	X				
9	153441	BREATH ANALYZER SYSTEM PAS DEVICE	90103390-82	X				
10	153442	BREATH ANALYZER SYSTEM PAS DEVICE	90103391-82	X				
11	153448	BREATH ANALYZER SYSTEM PAS DEVICE	90102942-82	X				
12	155285	LAPTOP	0040296602	X				
13	155425	LAPTOP	0040296587	X				
14	155435	LAPTOP	0040296580	X				
15	155437	LAPTOP	0040296615	X				
16	155438	LAPTOP	0040296616	X				
17	155494	LAPTOP	0040297073	X				
18	159692	LIDAR SPEED ENFORCEMENT SYSTEM	TS000166	X				
19	164226	COMPUTER	MXL8320B4Q	X				
20	82832	OVERHEAD PROJECTOR W/CASE		X				
21	XRR0055	PAS DEVICE	17899	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
HOLLISTER-GILROY-725**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22	XRR0075	PAS DEVICE	17919	X				
EQUIPMENT TO INVENTORY LIST								
1	143498	COMPUTER	2UB54608TY	X				
2	149162	PRINTER	CNRXL54570	X				
3	155427	LAPTOP	40296593	X				
4	155441	LAPTOP	40296623	X				
5	155447	LAPTOP	40296595	X				
6	155448	LAPTOP	40296578	X				
7	155450	LAPTOP	40296626	X				
8	155455	LAPTOP	40296600	X				
9	155472	LAPTOP	40297083	X				

LEGEND

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ATTACHMENT

C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
HOLLISTER-GILROY-725**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R41897	MOBILE RADIO	1289069	9540786	X					
2	R42230	MOBILE RADIO	1249906	9541409	X					
3	R43975	MOBILE RADIO	1248186	9543362	X					
4	R46934	MOBILE REPEATER	1248306	7775776-23	X					
5	R47442	MOBILE REPEATER	1288922	7783521	X					
6	R53629	CITIZEN BAND RADIO		45013473	X					
7	R57244	CONTROL HEAD - MOBILE	1248198		X					
8	R57704	CONTROL HEAD - MOBILE	1270541		X					
9	R58187	MOBILE RADIO	1270576	9935081	X					
10	R62361	HAND HELD RADIO	19616	CTC 1-09 402AWW5826	X					
11	R63983	HAND HELD RADIO	18014	AREI-08 402AWY1226	X					
12	R65831	HAND HELD RADIO	19068	402AWY9360	X					
13	R68514	HAND HELD RADIO	15579	402AXE8371	X					
14	R79734	SCANNER	SGT. OFFICE	95000289	X					
15	R81003	SCANNER	1248352	96001280	X					
16	R81512	CITIZEN BAND RADIO	C2145P	95000210	X					
17	R82735	ANNOUNCER - TELEPHONE		0005001481	X					
18	R87936	MOBILE REPEATER	1248039		X					
19	R94064	SCANNER	1270438	320Z44003146	X					
20	R95360	CONTROL HEAD - MOBILE	3QDY768	5MMH312				X		CHP 57 ATTACHED

LEGEND

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UP 57 - MOTOR VEHICLE A "T" ENT AND TRANSFER
(RECEIPT 57)

VEHICLE NR: 300Y768

YEAR: 2005
MAKE: FORD
MODEL: CRV
CLASS: CRV
BUILDER STOCK NR: 0747

LICENSE NR: 5MMH312
REPLACES VEHICLE:
VIN: 2FAHP71W25X162896
DATE PLACED IN SERVICE: 09/07/01
FUEL CARD #

11-8-05

EQUIPMENT

ITEM:
A RADIO - CUP
A RADIO CONTROL HEAD
A REPLATER
ANTENNA - UNDERCOVER
ANTENNA SWITCHING RO
CABLE - MAIN RADIO
FIRE EXTINGUISHER BR
FIRST AID KIT
FLASHLIGHT CHARGER
LED MIRROR MT RD/BC
LED REAR DECKLIGHT
MAGNET FUSE HOLDER
SIREN
TINTED WINDOWS
TRUNK PACK
UNDERCOVER LICENSE P
UNDERCOVER RADIO/SIR
UPHOLSTERED CONSOLE
WTO MAG FLASHER

DESCRIPTION:
42619
95360
47344

RECEIVED BY

Current Location Name

Location Code

TRANSFER FROM

Location Name

Location Code

CORRAL DIVISION

701

HOLLISTER GILROY

725

Received By (Signature)

Operator

Delivered By (Signature)

Date

Tom McLaughlin

116,398

Tom McLaughlin

11-25-09

CONTROL HEAD - MOBILE

R 95360

ATTACHMENT

D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION
HOLLISTER-GILROY-725**

ATTACHMENT D

EQUIPMENT ID		LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	1221960	1221960	FORD	CROWN VICTORIA	X					
2	1270407	1270407	FORD	CROWN VICTORIA	X					
3	1270552	1270552	FORD	CROWN VICTORIA	X					
4	1289069	1289069	FORD	CROWN VICTORIA	X					
EQUIPMENT TO INVENTORY LIST										
1	1270731	1270731	FORD	CROWN VICORIA	X					

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ATTACHMENT

E

725 - Hollister-Gilroy

November 19, 2009

Officer Issued Weapons

Issued to officer

ID# Last Name

First Name

Ser#Control#Comments[illegible]

Department of California Highway Patrol
Complete Area Inventory
725 - Hollister-Gilroy

November 19, 2009

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons:

Ser#

Control#

Comments

ssued to Area/Division

Ser#

Control#

Comments

Department of California Highway Patrol
Complete Area Inventory
725 - Hollister-Gilroy

November 19, 2009

[REDACTED]

[REDACTED]

Issued to Area/Division: [REDACTED]

Ser# [REDACTED] Control# [REDACTED]

Comments

[REDACTED]

[REDACTED]

Ser# [REDACTED] Control# [REDACTED]

Comments

[REDACTED]

[REDACTED]

November 19, 2009

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

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Issued to Area/Division:

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

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Issued to Area/Division:

Area Issued Weapons Total:

Department of California Highway Patrol

Complete Area Inventory

725 - Hollister-Gilroy

November 19, 2009

Area Grand Total: